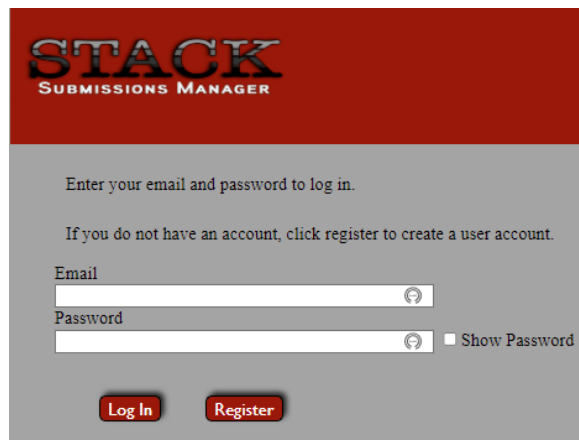


Quick Start Guide

1. REGISTER WITH STACK

Publishers, editors, authors, artists, designers, and other content creators who wish to use Stack as a submission manager tool must first register an e-mail address and password. During the Beta phase of the tool roll-out, publishers should contact the site administrator directly at admin@stacksubmissions.com. Publishers will receive a response from the administrator within 24 hours. At that time, the publisher may register by clicking *Log In* on the navigation bar of the website landing page. (A **publisher** is defined as any person, entity, or organization who creates and defines **Teams** and **Projects** within the submissions manager tool.) Editors, authors, artists, and other content creators are not required to contact the site administrator but can instead register directly from the log-in page by filling in an e-mail address and a password and clicking on the *Register* button.



The screenshot shows the login interface for the Stack Submissions Manager. At the top, the logo "STACK SUBMISSIONS MANAGER" is displayed in a red header. Below the header, the text "Enter your email and password to log in." is shown. A link "If you do not have an account, click register to create a user account." is provided. There are two input fields: "Email" and "Password". The "Password" field has a "Show Password" checkbox. At the bottom, there are two buttons: "Log In" and "Register".

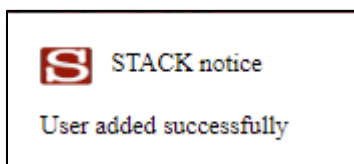
Once you click on *Register*, you will be asked to designate your role in using the tool by clicking on the appropriate radio button. As noted above, a **Publisher** is a person who creates **Teams** and **Projects** within the submissions manager tool—in a sense, the Publisher is the administrator of the overall account. (More on **Teams** and **Projects** below.)



The screenshot shows the registration interface for the Stack Submissions Manager. At the top, the logo "STACK SUBMISSIONS MANAGER" is displayed in a red header. Below the header, the title "Register New Author/Publisher/Editor" is shown. There are three radio buttons for role selection: "Publisher", "Author" (which is selected), and "Editor". Below the radio buttons, there are six input fields: "Last Name*", "First Name*", "Contact Number", "E-Mail*", "Password*", and "Confirm Password*". At the bottom, there are two buttons: "Submit" and "Cancel". A note "* required fields" is located above the buttons.

Author is an umbrella term that simply refers to any person who submits content—whatever that content may be—to Stack Submissions Manager. An **Editor** refers to any person who will be viewing and/or assessing submissions made by an **Author**. (More on the role of **Editor** below.)

Next, fill in the required fields and click *Submit*. A pop-up window will inform you that you have successfully registered.




IMPORTANT: Only one role designation (Publisher, Author, Editor) is permitted per e-mail address. It is possible that one person may wish to have more than one role, for example, an editor may be an author as well. However, for organizational and clarity reasons, only one e-mail can be associated with one role. In the example above, the editor/author would need to use a separate e-mail address for each role.

2. COMPLETE A PROFILE

Once you have successfully registered, on the navigation bar, click on either *Publisher Profile* or *Author Profile*, depending what role you have registered for. If you are a designated publisher, fill out the information as shown below.

Publisher Profile

Publisher Name	Run Amok Books
 Run Amok	Select Logo
Status	Active
Date Joined	2022-05-20
Description	<p>Paragraph B I [Formatting icons]</p> <p>A small, fiercely independent press located near Princeton, NJ, RUN AMOK BOOKS publishes books for people crazy about books.</p>
City	Princeton, NJ
Country	USA
Web Site	https://runamokbooks.com
Contact E-Mail	gary@runamokbooks.com

This information will be included in the publisher's listing that will appear on the *Publishers* page. The one exception to this is the contact e-mail address. The e-mail address will NOT be outward on the publisher's listing, that is, it will not be openly listed there. The **Publisher** e-mail address will be used by the Stack administrator for all correspondence with the Publisher. For example, if technical issues arise the Stack administrator will contact that Publisher using the provided e-mail address.

3. CREATE A PROJECT

After completing the Publisher profile, the **Publisher** is now ready to create a **Project**. A **Project** is what the **Author** submits to. It can be anything from manuscript submissions to photo contests to illustrations submissions to job listings. **NB: A Project must be created before a Team can be assigned to it. It is always best practice to create a Project first.**

On the Projects page, fill out the fields according to your organization's needs.

- a) Give the project a name. You must have a name to save the project; the project can be edited at any stage.

Projects

Project Name *	<input type="text"/>
Categories	Fiction Non-Fiction Poetry Photography Dramatic Arts Multimedia Other
Genre	Select Genre
Description	<div> <div>← → Paragraph B I</div> <div></div> </div>
Guidelines	<div> <div>← → Paragraph B I</div> <div></div> </div>
Accepted Document Types	doc docx rtf pdf txt jpg bmp png mp3 mp4
Submission Type	Perpetual Open
Bio Required	<input type="checkbox"/>
Cover Letter Required	<input type="checkbox"/>
Anonomous Submission	<input type="checkbox"/>

- b) Select the genre. At least one genre must be selected in order to save the project.
- c) Fill in the project Description and Guidelines, keeping in mind that this information will be outward facing on the Publishers page. Authors will see the description and guidelines for the project.
- d) Fill in the accepted document type. Again, at least one selection must be made in order to save the project.
- e) Choose the Submission type. The Project can be designated as a *Perpetual* submission type, that is, ongoing until it is closed by the Publisher; or it can be designated as a *Date Range* submission type, that is, it has a definite opening and closing date; or lastly, the Project can be a *Quota* submission type, which ends once a specified number of submissions is reached.

Accepted Document Types	(doc, docx, rtf, pdf, txt, jpg, bmp, pl)	
Submission Type	Perpetual ▼	Open ▼
Bio Required	Perpetual	
Cover Letter Required	Date Range	
	Quota	

Note that if the Project is not *Open*, then submissions for that project will not be accepted until the project is designated as *Open*. This allows the Publisher to create projects in advance and simply *Open* them when ready. Note that the open/closed status is listed on the Publisher Projects page, and a *Closed* project will remain visible until the project is deleted by the Publisher. (Also, note that an *Open* project cannot be deleted. It must be *Closed* first, and then it can be deleted. Only a Publishing Editor for the project can make changes to the project, such as opening and deleting projects.)

- f) Designate whether a fee is required to submit by clicking the Submission Fee box. Once it is clicked a window will open asking for payment information.

Project Type	Perpetual ▼
Status	Open ▼
Submission Fee	<input checked="" type="checkbox"/>
Payment by	<input checked="" type="checkbox"/> PayPal <input type="checkbox"/> Venmo <input type="checkbox"/> E-Transfer
Payment E-Mail or Account	sales@runamok-books.com
Fee Amount	5.00

Add your account information and the fee amount. Before an Author submits to the project, they will be prompted to follow a link to your designated payment method to pay the fee. Stack cannot confirm whether a payment has been made to the Publisher; it falls to the Publisher to check that a payment has been made. On the *Submissions* page, there is a Paid column for fees; the Publisher may check the box if the payment has been made in order to keep an accounting of payments. NB: The Paid column is meant to be a “bookkeeping” feature for the Publisher’s convenience only. If there is no fee for a submission the column will simply be n/a.

Action	Doc ID	Document Title	Author	Date Submitted	Project	E-Mail	Status	Paid
	I100	Generation XX	.	2022-07-27	The Growlery			n/a
	I121	Wild Rose Country	.	2022-06-20	The Growlery			n/a
	I188	Who's Line is This Anyway?	.	2022-08-05	The Growlery			n/a

- g) Next, designate whether a biography and cover letter must be included with the submission. Keep in mind if these are designated as required, authors will not be able to submit unless a biography and cover letter are included with the submission.
- h) In contrast, you may wish to designate that submissions be Anonymous. This is a useful feature for contests and other “blind” submission projects. Note that every submission is assigned a number and can always be tracked by that number.

Project Type	Perpetual ▼
Status	Open ▼
Submission Fee	<input type="checkbox"/>
Bio Required	<input checked="" type="checkbox"/>
Cover Letter Required	<input checked="" type="checkbox"/>
Anonymous Submission	<input type="checkbox"/>
Send E-Mail to Authors	<input checked="" type="checkbox"/>

- i) The last designation is Send E-Mail to Author. This feature, when activated, will send an e-mail to authors (who have opted-in for e-mails from you) once the project is designated as Open by the Publisher.

Send E-Mail to Authors	<input checked="" type="checkbox"/>
-------------------------------	-------------------------------------

Once the project has been created, they will appear on the Publishers Page of Stack, as shown below.

[Home](#)
[Publishers](#)
[Profile](#)
[Submissions](#)
[Account](#)
[Contact Us](#)
[Log Out](#)

Close

Run Amok Books
 WebSite: <https://runamokbooks.com>
☐ Notify when new projects are available

A small, fiercely independent press located near Princeton, NJ, RUN AMOK BOOKS publishes books for people crazy about books.


The Growlery




















Short Story Contest

Photo contest

Run Amok Open Submissions






4. SET UP WORKFLOW STEPS AND MESSAGES

Each project can be tailored with the desired number and type of workflow steps (with their associated status **Labels**) and the automatic messages that are sent directly to the Author. From the Projects List page, under *Actions*, click on  to edit the status labels and messages.

Projects List		
Actions	Project ID	
    	1000	The Growlery
    	1008	Short Story Contest
    	1041	Photo contest
    	1042	Run Amok Open Submissions

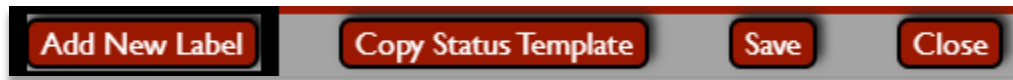
A new page will open, the *Status Labels/Message* page. On this page, there are two default workflow step, both of which generate automatic e-mails to the author. The Publisher can add as many or few workflow steps as needed for a project.

Actions	Status No	Label	Comment	E-Mail
	0	Submitted		Yes
	99	Withdrawn		Yes

Actions	Status No	Label	Comment	E-Mail
	0	Submitted	Thank you for submitting [document name] to Run Amok Books for consideration in our crime fiction anthology. Please allow 4-6 weeks for the review process. - Editors	Yes ▾
	1	Reviewing		No ▾
	3	Declined	Unfortunately, we did not feel your submission, [document name], is a good fit for our anthology, so we are going to pass. Please feel free to submit to other projects in the future. - Editors	Yes ▾
	4	Accepted	Congratulations! Your submission, [document name], has been accepted for publication in our 2022 crime fiction anthology. Please let us know if the story is still available. We will be reaching out soon with further details.	Yes ▾
	99	Withdrawn		Yes

With each step, there is the option of sending an automatic message to the Author by simply designating *Yes* or *No* in the drop-down. The messages are editable and can be revised by the Publisher at any time. If you wish automatically personalize the e-mail, [author name] and [document name] can be added to the message and Stack will automatically fill those fields in.

More workflow steps can be added to the Project at any time by simply clicking on the *Add New Label* button.



Below, a new step, *Reviewing 2*, was added; no e-mail will be sent when that workflow step is completed.

Actions	Status No	Label	Comment	E-Mail
	0	Submitted	Thank you for submitting [document name] to Run Amok Books for consideration in our crime fiction anthology. Please allow 4-6 weeks for the review process. - Editors	Yes ▾
	1	Reviewing		No ▾
	3	Declined	Unfortunately, we did not feel your submission, [document name], is a good fit for our anthology, so we are going to pass. Please feel free to submit to other projects in the future. - Editors	Yes ▾
	4	Accepted	Congratulations! Your submission, [document name], has been accepted for publication in our 2022 crime fiction anthology. Please let us know if the story is still available. We will be reaching out soon with further details.	Yes ▾
	2	Reviewing 2		No ▾
	99	Withdrawn		Yes ▾

Also, notice that the status numbers were re-ordered so the new step will be inserted in its proper place. When it is time to update the status of a submission, *Reviewing 2* will appear after *Reviewing*.

Submitted*
Reviewing
Reviewing 2
Declined*
Accepted*
Withdrawn*

Comments

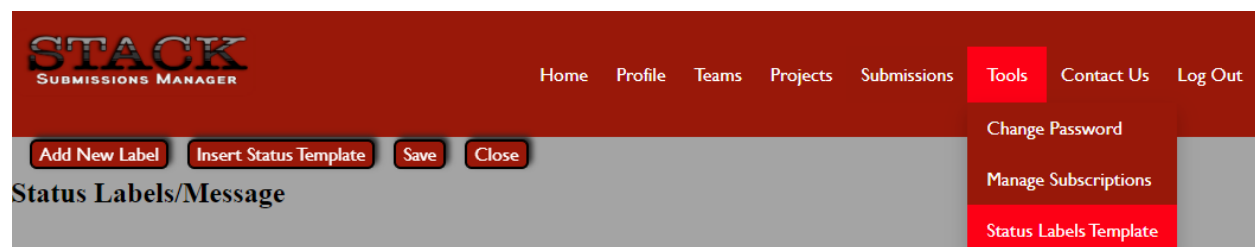
(* items generate external email)

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Paragraph ▾
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p

Save & Close
Cancel

If the Publisher anticipates using the same workflow steps and e-mail messages for each project, they may wish to create a status template. This can be done from the Tools dropdown on the navigation bar.



Once the template is created it can be inserted into any new project and edited as needed. Simply click on the Insert Status Template button when you on the *Status Labels/Messages* page.



One final note on messages. When a workflow step is completed, if that workflow step triggers an automatic message, there will be an opportunity to revise and/or personalize the message before sending it by clicking Save & Close. (See *Updating the Status of a Submission* below for more information.)

Submitted*
Reviewing
Reviewing 2
Declined*
Accepted*
Withdrawn*

Comments

(* items generate external email)

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Congratulations, Derek! Your submission has been accepted for publication in our 2022 crime fiction anthology. Please let us know if the story is still available. We will be reaching out soon with further details.

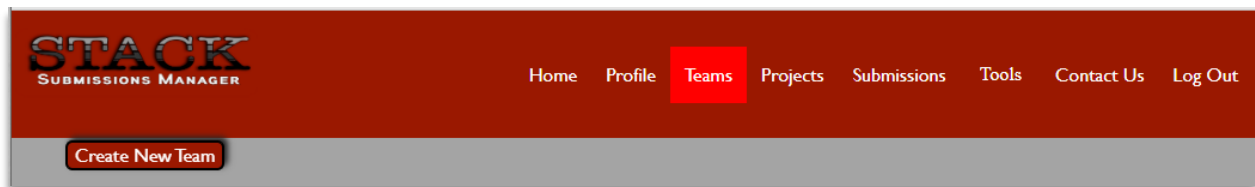
- Editors

p

Save & Close
Cancel

5. CREATE A TEAM

The next step is to set up review teams for the **Project**. This can be done from *Teams* on the navigation bar. **NB: A Project must be set up first so a review Team can be associated to the Project.**



- Click on **Teams** on the nav bar and a new window will open. You will be prompted to create a team name and then associate the team with a project.

Team Details

Team Id	1025		
Team Name	Growlery Review Team		
Project	None		
Action	<div> None The Growlery Short Story Contest Photo contest Run Amok Open Submissions </div>	Last Name	First Name
			E-Mail

- b) Next, add Team Members to your Team by clicking on the *Add Member* button. A pop-up box will open and you will add the new team member's e-mail address in the blank field. Then click *Add*.

If the editor has not yet registered with Stack, a pop-up will open asking if you would like to send an invitation to that person.

Once the editor has registered with Stack, that person can then be added to the Team. A pop-up window will tell you when that editor has been successfully added to the team.

Action	Id #	Last Name	First Name	E-Mail	Type
	1002	Anderson	Gary	gary@runamokbooks.com	Publishing Editor <input checked="" type="checkbox"/>
	1006	Rover	Terrance	trover@meae.ca	Publishing Editor <input type="checkbox"/>
	1019	Jay	Kim	jay@runamokbooks.com	Publishing Editor <input type="checkbox"/>

- c) Designate which team member(s) is the Publishing Editor. **Publishing Editor** is an important role designation on the team. Only the Publishing Editor can update the status of a submission. In other words, only the Publishing Editor can move a submission from one workflow step to the next workflow step. Note that it is possible to have more than one Publishing Editor per team; however, caution should be exercised when designating multiple Publishing Editors due to the fact that when a workflow step is completed and the submission is moved to the next workflow step (ie., the submission status is updated), an automatic message may be sent to the author. Having one or possibly two Publishing Editors reduces general confusion within the workflow of a submission and, importantly, reduces the possibility of unintentionally sending a message to the author. Editors not designated as Publishing Editor are by default assigned the role of **Participating Editor**. (More on the role of the Participating Editor below in the Reviewing Submissions section).

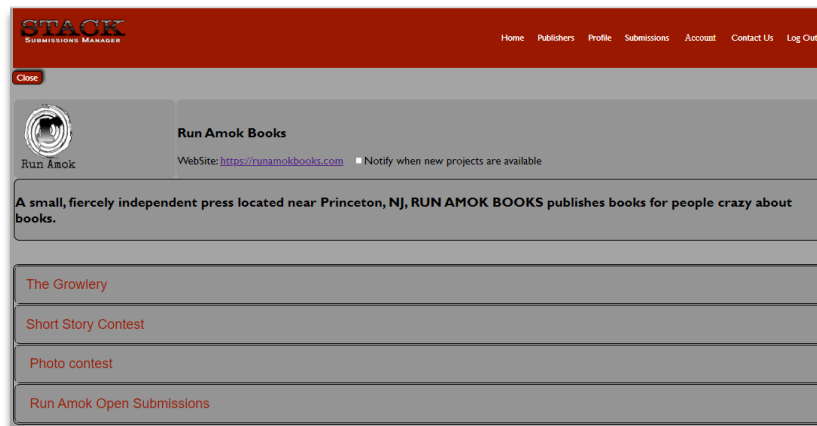
Id #	Last Name	First Name	E-Mail	Role
1002	Anderson	Gary	gary@runamokbooks.com	Publishing Editor
1006	Rover	Terrance	trover@meae.ca	Participating Editor
1019	Jay	Kim	jay@runamokbooks.com	Participating Editor

- d) Set up a “default” review team. If you are a small organization and your review team for every project will largely be the same, you may set up a default team. By doing this, team members will not have to be added for every project (although a Team name and associated Project will still need to be designated). Set up a default review team by clicking the *All Projects* box. Note that team members can still be edited/added/deleted even if the All Projects box has been clicked.

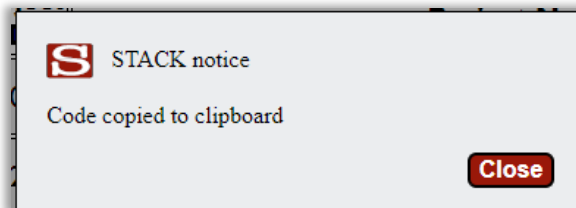
6. ADD A LINK/BUTTON TO YOUR WEBSITE

Once you have your project and teams set up, you will want to add a STACK button to your website or blog so that authors can go directly to your Publisher projects page and submit to a project. On the navbar, click on **Links**.

- a) The first link, “Copy STACK Link” is simply that, a link. You can add a link to your blog, website, social media pages etc. When authors click on this link, it will take them to the STACK log in page. Once they log in, they will be taken directly to your Publisher projects page.



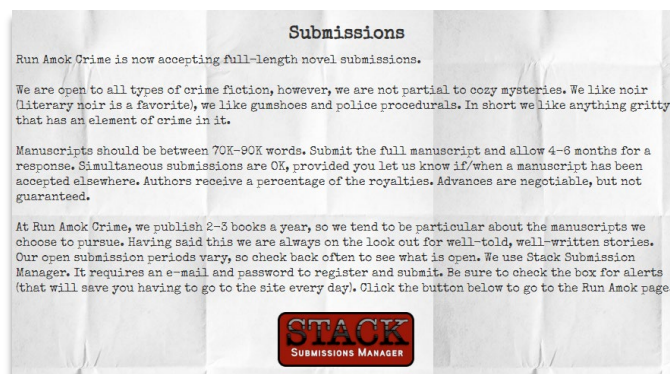
- b) If you want to add a live STACK button to your website or blog, click on a “Copy STACK code.” You can place the button in the center of your website page or you can justify left or right. Once you click on the copy code, the code will automatically be copied to your clipboard.



You can then paste the code into you website or blog in order to place the STACK button.

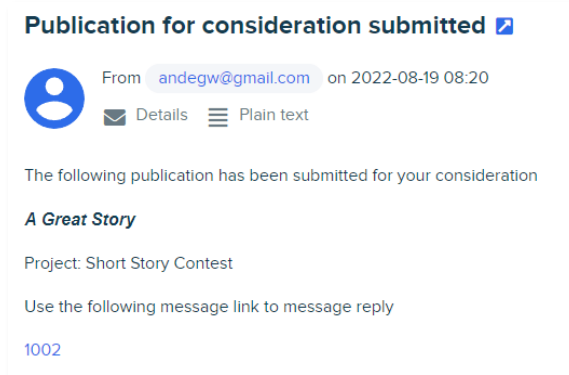


The result will be a live button that, like the link above, will take the author directly to the Publisher projects page.



7. REVIEW SUBMISSIONS

When Authors submit to a project, an automatic e-mail is sent to the editors on the review team for that project.



To review the submissions, open the Submissions tab on the navigation bar. Note that an editor will only see the submissions for projects that their review team has been assigned to (see screenshot below).

- a) Sort submissions. To sort the submissions, click on the column header. It will sort that column in an ascending, alpha-numeric order. To reverse the order, simply click it again. For example, to sort your projects by project name, click on that column header. To sort by status, click on that header, and so on. Note that any list in STACKED can be sorted this way—projects, messages, etc.

<div> <div>Home Profile Teams Projects Submissions Tools Contact Us Log Out</div> </div>							
Submissions List							
Actions	Submission ID	Title	Author's Name or PenName	Date Submitted	Project Name	Author's E-Mail	Status
	1000	Generation XX	Anderson, Gary	2022-07-27	The Growlery	andegw@gmail.com	Submitted
	1121	Wild Rose Country	Blow, Joe	2022-06-20	The Growlery	eric-anderson@meae.ca	Submitted
	1151	Test Document	Anderson, Gary	2022-07-18	Short Story Contest	andegw@gmail.com	Rejected

- b) Filter submissions. You can filter any column (except the Tally column) by selecting the column you want to filter in the drop down and adding the search variables. (Note that the search variables are NOT case sensitive.)

Filter by

Author

Value

anderson

By adding an exclamation mark (!) before the variables, you may filter by multiple variables in that column. For example, if you wanted to filter by **Status** for submissions at **Review 1** and **Review 2** you would do the following.


Filter by **Value**

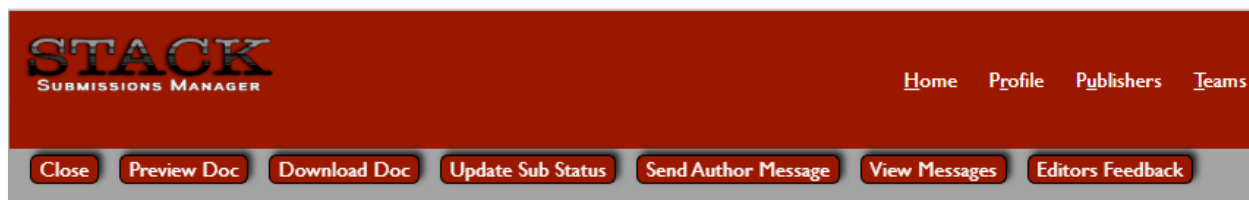
The exclamation mark at the beginning tells STACK to find all submissions at Review 1 OR Review 2 in the Status column. Note that multiple variables must be separated by a semi-colon (;) and there should be no spaces between the variables.

By adding a minus sign (-), you can remove variables from the filter. For example, if you wanted to remove submissions that have been rejected, you would do the following.

Filter by **Value**

The result would be only submissions that have not been rejected.

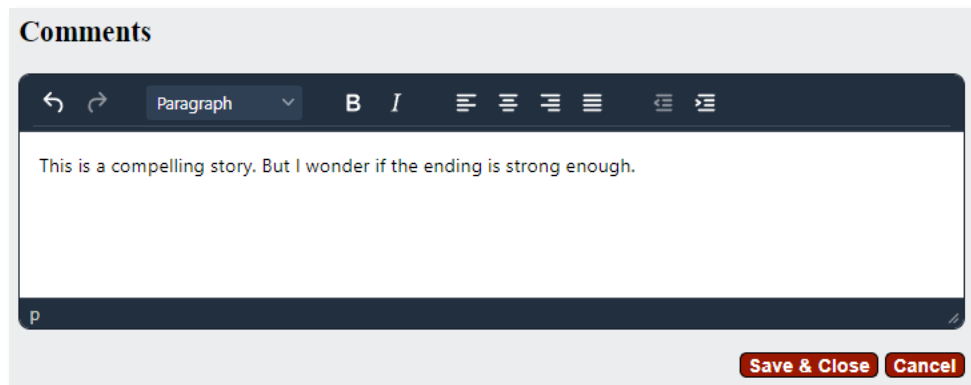
- c) Open a submission. Open a submission by clicking on  the details icon. This will take you to the submissions page for that particular submission. On this page you will find all the information about the submission, including: Author, Document Title, Date Submitted, Project (name), Cover Letter, Bio (author's), Status (of submissions.) At the task bar at the top, reviewers will see the options available to them.



- i. Preview Doc. This allows reviewers to preview the doc in your browser without downloading it to your device. Typically, this is a quicker way to do a quick view of the document.
 - ii. Download Doc. This allows reviewers to download the document to your device, where you can read it or move it to another reading/viewing device.
 - iii. Update Sub Status. This allows reviewers to update the submissions status, that is, move it along in the workflow process. (See below for more information on updating the status of a submission.)
 - iv. Send Author Message. This allows reviewers to communicate directly with the author via e-mail.
 - v. View Messages. This allows reviewers to see all the messages sent to and received from the author on a single page, including automatic messages (e-mails) sent to the author when the status of a submission is updated.
 - vi. Editors Feedback. Clicking on this button opens a new page where reviewers/editors can leave internal comments and vote on the submission. See below for more information on Editors Feedback.
- d) Leave feedback about a submission. If there are multiple reviewers working on a single project, the Editors Feedback page will be an important focal point for collaboration between reviewers. This is where reviewers can internally discuss submissions by leaving messages and voting on submissions.



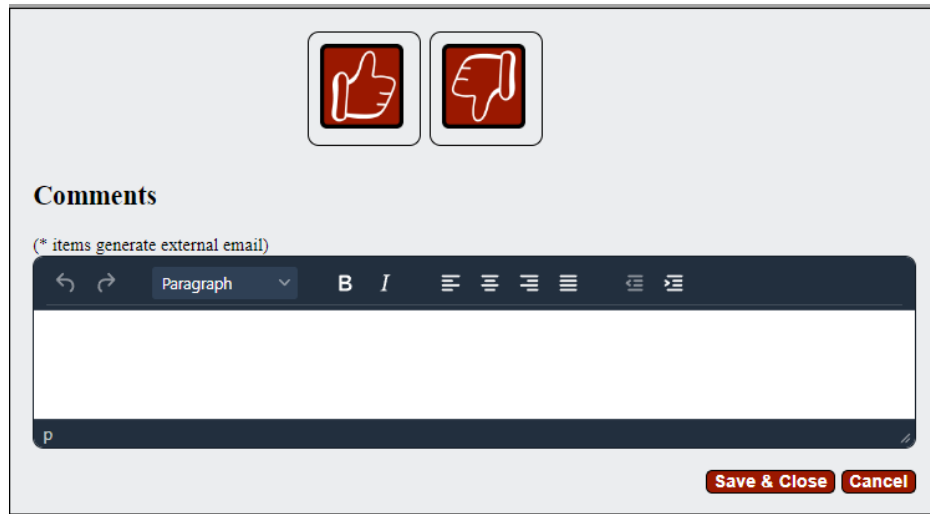
- i. Leave a comment. Clicking on the Add Comment button allows reviewers to leave comments or ask questions about a submission. The ability to leave unlimited comments on this page makes it a place where discussion can take place remotely.






The comment will then be logged on the Editors Feedback page, where other reviewers can see the comments and add their own. As noted above, reviewers comments are not limited, so a reviewer can leave as many comments as they want.

Editors Input (1188) Document: Who's Line is This Anyway? Project: The Growlery				
Accepted - 0 Rejected - 0 Comments - 2				
Action	Vote	First Name	Last Name	Comments
	Comment	Gary	Anderson	I've change my mind. I think the ending is perfect. I'm voting to accept.
	Comment	Gary	Anderson	This is a compelling story. But I wonder if the ending is strong enough.

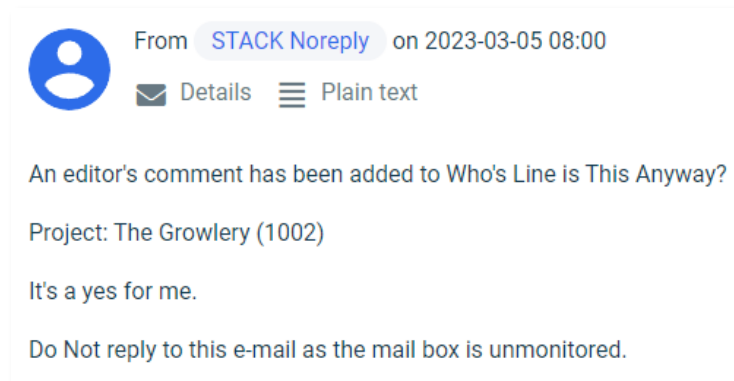
- ii. Vote on Submission. Once the reviewer has made a decision about the submission, they can vote on that submission. This is done by simply clicking on the Thumbs Up icon or the Thumbs down icon. Reviewers can also leave a comment with their vote, which will be logged on the Editors Feedback page.



The votes are tallied on the Editors Feedback page above the comments. (Note that a vote can be change by simply deleting it and adding a new vote. The delete button is the Garbage Can icon under the Action column.)

Accepted - 1				
Rejected - 0				
Comments - 2				
Action	Vote	First Name	Last Name	Comments
	Comment	Gary	Anderson	I've change my mind. I think the ending is perfect. I'm voting to accept.
	Accepted	Gary	Anderson	It's a yes for me.
	Comment	Gary	Anderson	This is a compelling story. But I wonder if the ending is strong enough.

Also, to encourage and facilitate collaboration, whenever a comment is left by a reviewer, all other reviewers assigned to the project will receive an email alert.



- e) Update the status of a submission. Once all the editors/reviewers have left comments and voted on a submission, it is time to update the status of the submission. Only the **Publishing Editor** is able to update the status of a submission although more than one reviewer/editor can be designated as the Publishing Editor for the project. (See Section 5 for more information).



By updating the status of the submission the Publishing Editor moves the submission to the next workflow step in the project, which may or may not, depending on how the project's labels/messages are configured, trigger an automatic message to the Author. (See Section 4 for more information on setting up the workflow for a project.)

Once the Update Sub Status is clicked the window below will open. The message can be revised/personalized, and the submission can then be moved to the desired workflow step. Note that steps which have an asterisks beside them send out automatic emails messages to the author.

Submitted*

Reviewing

Declined*

Accepted*

Withdrawn*

Comments

(* items generate external email)

Paragraph

B

I

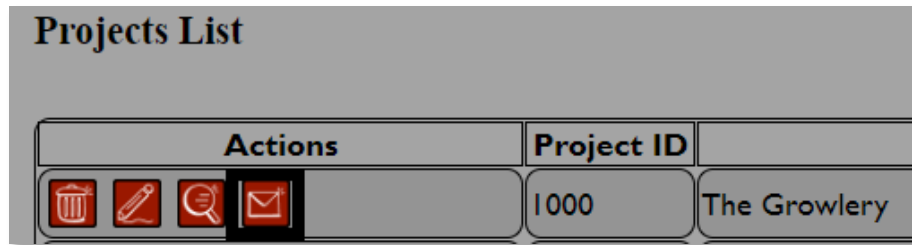
Congratulations! Your submission, [document name] , has been accepted for publication in our 2022 crime fiction anthology. Please let us know if the story is still available. We will be reaching out soon with further details. - Editors

Save & Close

Cancel

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Remember, the automatic messages can be set up and revised by clicking on the Edit Status Labels/Messages icon in the Projects List page.



8. Send/Monitor Messages

All automatic messages can be viewed by clicking on the *View Messages* button on a submission page.



This will open the messages page for that submission. The message below, for example, was generated and automatically sent as a result of a status update, that is, when the submission was moved to the Review 1 workflow step.

Actions	Message ID	Date	To	From	Type	Subject	Message
	1197	2022-09-04	aydenbka@gmail.com	gary@runamokbooks.com	Review 1	Status Change	<p>Your submissions status has changed.</p> <p>Dear ABK Anderson,</p> <p>Thanks for submitting BKA Submission (test) for our consideration. We are now in the process of reviewing your submission. Please allow 4-6 months. Please let us know if this work is accepted anywhere else during that time. Thank you.</p> <p>-Editors</p> <p>BKA Submission (test)</p> <p>Project: Run Amok Crime Open Submissions</p> <p>Publisher: Run Amok Books</p> <p>Do Not reply to this e-mail as the mail box is unmonitored.</p> <p>You can use the following link to reply:</p> <p>Click here to reply</p>

Along with automatic e-mails, the Publishing Editor can also send an email message to the Author from this page by clicking on the *Send Author Message* button.



This will open a window where a message can be sent.

Send A Message

To: ABK Anderson (aydenbka@gmail.com)

From: Run Amok Books

Subject

Your Submission

Message

ABK, would you be will to edit the manuscript down to 90k words? Let us know if you are amenable to the idea. Thanks.
-Editors

Send

These “direct” messages also appear on the Messages page of a submission.

Actions	Message ID	Date	To	From	Type	Subject	Message
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